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DRAFT
28 October 1971

MEMORANDUM FOR: (Each Deputy Director)

SUBJECT : Identification of Offices of Record.

1. The problem of voluminous files in Agency offices as well as in the storage facilities at the Agency Archives and Records Center requires that additional effort be made to eliminate duplicate records keeping.

2. The Records Management Board, at my request, has studied the problem and recommends to me that greater priority be given in each Directorate to the development of "Records Retention Plans for Permanent Records" in which the "offices of record" are identified for all Directorate files of continuing legal and historical value. The Directorate Records Staffs have been working part-time for several years on these Plans to preserve the more important permanent records.

3. I will appreciate your personal attention to expedite these efforts and assure their completion by the end of January 1972. When this primary project is completed, I will expect the Records Managers to immediately proceed with the identification of "offices of record" for the temporary types of records which although many times more voluminous should be completely listed by the end of Fiscal Year 1972.

4. I will expect the Records Management Board in its semi-annual reports to keep me informed of the status and progress of the Retention Plans in each Directorate.

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Executive Director-Comptroller.

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